



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: Feb 05

REFER TO:

COMSCNOTE 1050
N002

COMSC NOTICE 1050

Subj: WINTER HOLIDAY LEAVE AND LIBERTY POLICY

Ref: (a) HROWASHDCINST 12630.1F
(b) MILPERSMAN 1050-280

1. Purpose. To implement the Commander, Military Sealift Command, Headquarters Winter Leave and Liberty Policy.

2. Background. In recognition of the many contributions our people have made to Military Sealift Command (MSC), supervisors are encouraged to extend liberal leave and liberty to MSC personnel during this holiday season, per references (a) and (b).

3. Eligibility. On the day before a holiday and the Friday following Thanksgiving, many employees anticipate being able to depart work early. This early departure is not a guaranteed right, however managers and supervisors may release civilian personnel up to 59 minutes early from their normal working hours. In the past, Department of Defense (DOD) has not authorized these days as partial holidays for civilian employees, but has given the Commander the authority to grant liberty and shore leave to military personnel. To prevent confusion and lost work hours, civilian employees desiring those days off should request leave.

4. Action. This time of year finds us celebrating many holidays in honor of our various faiths. Liberal leave or use of compensatory time off during this period is encouraged for civilian personnel. When executing the half-day period, supervisors are to ensure that sufficient personnel are available to cover the workload during the hours of 0700 - 1630. This is of particular importance given the real world operations that we are supporting.

a. Although not inclusive, the following is a list of many of the religious and traditional holidays that are observed during this season:

11 November	Veteran's Day
14 November	Eid al-Fitr (begins at sundown)
25 November	Thanksgiving Day
28 November	First Sunday of Advent

07 December	Hanukkah (begins at sundown)
08 December	Immaculate Conception
24 December	Christmas Day (observed)
25 December	Christmas Day
26 December	First Day of Kwanzaa
31 December	New Year's Day (observed)
01 January	New Year's Day

b. At the discretion of supervisors, half days may be granted for military personnel as follows:

- Half-day, 24 November (25-26 November Holidays)
- Half-days, 20-23 December (24-25 December Holidays)
- Half-days, 27-30 December (31 December - 1 January Holidays)

c. The following leave periods are established for this period:

First Period	1600, 12 December - 0730, 26 December
Turnover Day	Monday, 27 December
Second Period	1600, 27 December - 0730, 11 January

5. Responsibility. Area Commanders, Program Managers, Functional Directors and Special Assistants are to coordinate leave/liberty schedules within their commands/divisions to ensure sufficient personnel are available to maintain operational capability in support of MSC mission requirements.

Be safe and have a wonderful holiday season!

6. Cancellation Contingency. This notice will remain in effect until 12 January 2005.

/S/

M. L. SEIFERT
Chief of Staff

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List I (Case A & B)

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